

December 5, 2016

PSC Hosts Concur Higher Ed Forum

In November, the PSC was pleased to host the Concur Higher Education Leadership Forum (CHELF) at the Warwick Hotel in Denver. This is the second time that CU has hosted the annual event.

CHELF's goal is to provide participants with direct access to Concur leadership, networking opportunities with other Concur higher ed clients, and knowledge sharing of best practices in the travel and expense industry as a whole.

The 2016 CHELF event brought together 75 individuals from 34 institutions. Especially popular this year were the small-group discussions and the sessions focusing on common practices among Concur clients, CU's Infrequent Traveler email program, and campus customer perspectives of Concur Travel & Expense.

New Video: Looking up Fund-Account Combo Errors

Are you getting a ChartField error on your requisition in the Marketplace? Or on your journal entry in the Finance System?

When this happens, it's helpful to know how to look up Fund-Account Combination information – for example, to tell you if you can really use that Fund 72 SpeedType to buy office supplies.

Now there's a quick [how-to video](#) available to help!

Interested in other how-to videos? Check out these recent additions:

- [Looking up Finance System Roles](#) – find out who has what roles ... to help you figure out which roles are right for a new hire.
- [Looking up CU SpeedTypes](#) – find out who's listed as fiscal staff and what SpeedTypes are active for your Org or your Project, review the available balance in your gift Speed-Type ... and other useful information.
- [Looking up Payments in the Finance System](#) – find out the status of NR and PA forms in the Finance System.
- [Looking up Study Subject Payments](#) – look up SSP forms in the Cognos Reporting System.

Comments? Email FinProHelp@cu.edu.

No Agenda Forums Coming in January

The PSC will again be hosting No Agenda Forums on all CU campuses in January 2017.

What are No Agenda Forums? Just that – events that allow you to meet our staff and discuss your procurement-related issues in a non-structured format. Several topic-themed tables will provide attendees access to the PSC staff they want to engage. Light refreshments will be served.

Table topics include:

- Commercial Card
- Travel
- CU Marketplace
- Payable Services
- Purchasing Services
- Strategic Procurement

The schedule is listed below in 'Upcoming PSC Events'.

Register: <http://www.event.com/d/7vqc79>

Questions? Contact denise.nakamichi@cu.edu at 303.764.3459.

Upcoming PSC Events

We'll be on your campus soon with these [events](#):



No Agenda Forums

- Wednesday, January 18 (1:30-3:30 p.m.): CU Boulder-UMC, Room 235
- Thursday, January 19 (9:00-11:00 a.m.): CU Anschutz Medical Campus-RC2, Krugman Conference Hall
- Tuesday, January 24 (10:00 a.m.-12:00 p.m.): CU Colorado Springs-University Center, Room 303
- Wednesday, January 25 (9:00-11:00 a.m.): CU Denver-Lawrence Street Center, Terrace Room

We hope to see you there!